

RECORD OF EXAMINATION OF SESSION MINUTES - G-3.0108

Church Name _____

Year _____

Clerk of Session: Please fill in blanks to left of numbers indicating where page number in Session minutes can be found. Mark "NA" if the requirement is not applicable to your church. This completed form is to be in your books when they are presented for examination. Spaces to the right of the page will be completed by the Minute Readers.

Page	Q #	Question	No	Yes	Comments
	1	Date, time, place & type of each meeting. Meet at least quarterly.			
	2	Elders, Moderator named as present or absent.			
	3	Prayer at beginning and end of meeting.			
	4	Reading, approval of minutes of previous meeting.			
	5	Complete motions/actions recorded in separate paragraphs.			
	6	Minutes of congregational meeting(s) included.			
	7	Summary of corporation meetings or full minutes. (G-4.01, G-1.0503)			
	8	Summary of GA statistical report, including average annual attendance at worship.			
	9	Annual meeting with Board of Deacons. [G-2.0202]			
	10	Election of Clerk [G-3.0104] & Treasurer [G-3.0205] by Session.			
	11	Financial review of financial books and records. [G-3.0113]			
	12	Appointment of commissioners to Presbytery/term of office; Commissioners report to Session. [G-3.0202]			
	13	Authorization for celebration of communion at least ¼ ly. [G-3.0201b]			
	14	Session authorization for baptism. [W-2.3011] [G-3.0201]			
	15	Baptism recorded in Minutes.			
	16	Approval of annual budget. [G-3.0113]			
	17	Annual session review of work of trustees, if applicable. (G-4.0102)			
	18	Report of insurance coverage. [G-3.0112]			
	19	Approval of pastor's salary by congregation, [G-2.08] (if pulpit vacant, served by interim or stated supply, or if pastor served less than 1 year - write NA in Left Margin.			
	20	Examination of elders-elect. [G-2.0402]			
	21	Ordination/Installation of elders-elect.			
	22	Minutes indicate that Session holds continuing education for Session members. [G-3.0201(c)]			
	23	Report of last minute and register review with exceptions noted in Session minutes.			
	24	Minutes of Session signed by Clerk.			
	25	Minutes of congregational meeting(s) signed by clerk. [RONR (12 th ed.) 48:7]			
	26	Pages numbered. No large blank spaces.			

Signature of Clerk of Session: _____ Date _____

FOR COMMITTEE RECORD ONLY - Please do not write below this line

NAME OF EXAMINER _____ CHURCH _____

_____ Approved with Recommendation _____ Approved with () exceptions _____ not approved

Additional Comments and reasons for disapproval:

CONSTITUTIONAL ROLLS AND REGISTERS

Church Name: _____ Year: _____

Clerk of Session: Please fill in the blanks in the left margin indicating page number in Session Minutes (maximum 3 references) where Session action matching the entries in the rolls and Registers can be found. Nothing should appear in the rolls and register until action is taken by Session and is entered in Session Minutes. Your rolls and registers are being read for the past year only. This completed form is to be in your books when they are presented for examination.

IF QUESTION DOES NOT APPLY TO YOUR CHURCH - MARK NA.

FOR READERS ONLY

Min Pg. Ref	#	Question	No	Yes	Comments
	1	Is name of the present Pastor (interim, Stated Supply) entered?			
	2	Is the present class of elders entered with term of service?			
	3	Is the date of ordination entered for new elders?			
	4	Is place & date of ordination entered for transferred elders?			
	5	Is present class of deacons entered with terms of service?			
	6	Is date & place of ordination entered for new deacons?			
	7	Is present class of trustees entered with term of service?			
	8	Are new members listed in chronological order?			
	9	Does roll show date of removal when members are deleted?			
	10	Are transferred members deleted from roll with date & place of transfer?			
	12	Are new members listed in alphabetical roll with reference to membership number?			
	13	Are affiliate members listed with date of Session action?			
	14	Are deaths noted with dates?			
	15	Are all infant baptisms recorded with date of birth?			
	16	Does baptism roll show parents name & date of baptism?			
	17	Are all adult baptisms recorded?			
	18	Are baptized adults entered in chronological roll?			
	19	Are baptized adults entered in alphabetical roll?			
	20	Does Register show all marriages conducted on church property?			
	21	Does Register show all marriages conducted by ministerial staff?			
	22	Are members married elsewhere and not by ministerial staff recorded in register?			

Signature of Clerk of Session: _____ Date _____

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NAME OF EXAMINER _____ CHURCH _____

____ Approved with Recommendation ____ Approved with () exceptions ____ not approved

Additional Comments and reasons for disapproval: